Grant Tips

1. Time management

- a. Constant practice and researching
- b. Keep a notebook
- c. Every day (15 minutes), write info in that notebook than can be used for any grant you might apply for

2. Parts of a grant

- a. Summary highlight what makes your project stand out (what makes it unique?)
- b. Goals have focused, achievable goals and expectations
- c. Timeline is it realistic, pre-planning, implementation and assessment
- d. Budget clearly state what you are going to spend your money on
- e. Evaluation how will you measure success? How will you continue when funding is gone?

3. Constant process

- a. Tell your story in the grant application; make your reader want to keep reading
- b. If applying for a large grant, find a contact at the organization where you are applying. Use that person's name when you send in your proposal.
- c. Use resources online and at the State Library to keep up your grant writing skills